



Recruitment Notice

The City of Miami Gardens is committed to employing a talented and diverse workforce. The City of Miami Gardens is an Equal Opportunity Employer, and as such, will not permit discrimination on the bases of race, religion, color, sex (including pregnancy and gender identity), sexual orientation, parental status, national origin, age, disability, family medical history or genetic information, political affiliation, military service, or any other non-merit based factor in its recruitment and hiring practices.

Veterans Preference shall be granted in accordance with Chapter 295 of the Florida Statutes. Resident Preference shall be given in accordance with the City of Miami Gardens Ordinance No. 2010-27-235.

The City of Miami Gardens is Drug-Free Workplace. All applicants who are selected for employment may be subject to substance screening.

Position: School Crossing Guard
Requisition: 14-010
Department: City Manager's Office
Position #: 0087-030, 0087-014, 0087-028, 0087-022, 0087-008, 0087-002, 0087-079
Opening Date: December 5, 2014
Closing Date: December 19, 2014 or until filled
FLSA Status: Non-Exempt
Hourly Pay Range: \$10.00 per hour

GENERAL DESCRIPTION

This is public safety work in guiding children across roadways. Work involves creating gaps in traffic flow to allow school children to cross roadways safely. Duties include assisting and educating children in crossing the street in a safe manner while en-route to and from school. Work is performed within established procedures. Perform duties effectively despite occasional exposure to extreme heat or cold, wetness, humidity, fumes, traffic/vehicular hazards, noise, smoke, etc. Work is reviewed by an administrative superior through observation of work activities.

ESSENTIAL JOB FUNCTION: *This is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

Delivers superior internal and external customer service.

Establishes and maintains effective internal and external customer relationships.

Directs pedestrian and creates gaps in vehicular traffic flow within designated school zones, feeder streets and assigned areas.

Enforces safety regulations and procedures, in an effort to ensure pedestrian and vehicular safety.

Informs motorists, by appropriate signals, that school children are using, or are about to use, the crossing and have the right to proceed.

Stops the flow of traffic at designated crosswalks; guides school children across roadway.

Encourages patterns of proper crossing behavior by school children.

Monitors behavior of children waiting at a crossing.

Reports serious conflicts/disruptive of children to authorized officials.

Observes and report conditions or incidents that may create a hazardous situation for children, or School Crossing Guard's safety to supervisor.

Arrives on time and remain at assigned post throughout the shift.

Deters school children, as necessary, from committing unsafe and unlawful acts.

Provide exceptional internal and external customer service. Builds and maintains positive working relationships with co-workers, other employees, and the public using principles of good customer service; promotes and represents the City to the public in a courteous, helpful, diplomatic and professional manner.

Report to work regularly and on-time on a consistent basis unless provisions are made and approved by authorized City official(s) as related to Family Medical Leave, the American with Disability (ADA), Workers' Compensation or other federal, state, local, City or department laws, rules or regulations.

Performs related work as required.

MINIMUM QUALICATIONS:

Knowledge, Skills and Abilities:

Knowledge of childhood behavior.

Knowledge of the proper operation of traffic control devices.

Ability and willingness to work with children of all ages and cultures.

Ability to complete crossing guard training and acquire the required certification.

Ability to bend/squat, lift 35 pounds, walk at a moderate/fast pace, ambulate independently.

Ability to stand for approximately two (2) hours.

Ability to see at a normal range with or without accommodations.

Ability to see, hear and talk with the public.

Ability to recognize colors.

Ability to step up and or down 4-5 inch street curb.

Ability to speak English understandably.

Ability to communicate effectively orally and with hand signals.

Ability to interact politely and professionally with co-workers, City officials, and the general public, including members of diverse cultural and linguistic backgrounds, regardless of race, religion, age, sex, disability, political affiliation, sexual orientation, pregnancy, or familial status.

Ability to provide superior customer service .

Ability to understand and follow oral and written instructions.

Ability to perform duties effectively despite occasional exposure to extreme heat or cold, wetness, humidity, fumes, traffic/vehicular hazards, noise, smoke, etc.

Ability to perform related tasks.

Education & Experience Requirements:

Graduation from high school or equivalent and Pedestrian Crossing State Certification preferred. Must be available to work a morning shift (7am – 9am) and an afternoon shift (varies between 1:30pm – 4:30pm).

Must successfully complete school guard training and acquire the Florida School Crossing Guard Program State Certification.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential.*

While performing the duties of this job, the employee is frequently required to stand, talk, hear and see. Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus. The employee is frequently required to walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms. Must be able to lift or carry weight regularly of 0.75lbs (paddle) pounds.

The noise level in the work environment will vary from quiet to loud. Work is performed outdoors occasionally exposed to extreme heat or cold, wetness, humidity, fumes, traffic/vehicular hazards, noise, smoke, etc.

**To apply please complete and deliver a
City of Miami Gardens Application Form to:
Human Resources Department, City of Miami Gardens
18605 NW 27 Avenue, First Floor, Suite 126 East
Miami Gardens, FL 33056
Or
Fax to: (305) 474-1286**